# INSTRUCTIONS FOR COMPLETING THE

# BIOGRAPHICAL REPORT

* The biographical report will be held in your veCollect account to be read by the Health Professions Committee. The information in this entire document will be available to each health professions committee member with whom you will be interviewing.
* We will upload your Middlebury transcript and GPA report to your veCollect account for committee review prior to your interviews.
* The general order of this template (appearing in the form below), follows the [AMCAS application](https://aamc-orange.global.ssl.fastly.net/production/media/filer_public/14/6f/146f366e-d54a-4792-9870-ffe451b2e473/aamc-2020-amcas-applicant-guide041119.pdf) as much as possible. It has proven to be very useful for applicants.

**Delete this page and delete or edit everything in red: it is meant for your aid only.**

#### PLEASE UPLOAD THIS DOCUMENT TO veCollect

#### NO LATER THAN JANUARY 15, 2021!

####

# *HEALTH PROFESSIONS COMMITTEE REVIEW*

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full Name:** |  |  |  | **DOB**: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| **Legal Residence:** |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  | City | State | ZIP Code | Country |

|  |  |  |
| --- | --- | --- |
| **Current Residence:** |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  | City | State | ZIP Code | Country |

|  |  |  |  |
| --- | --- | --- | --- |
| **Mobile Phone:** |  | **Email:** |  |

|  |  |  |
| --- | --- | --- |
| **Legal State of Residency:** |  | *Your answer represents the residency or domicile of your true, fixed, and permanent home. If you moved into a state for the sole purpose of attending school, do not count that state as your state of legal residence. Each state determines legal residency differently. You should contact your individual state for legal residence qualifications.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **International:** |  | **Citizenship:** |  |

|  |  |
| --- | --- |
| **Gender:** | Male: Female: Xe:  Choose not to report:  |

|  |
| --- |
| **Languages:** |

 **Proficient?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Language 1  |  | YES[ ]  | NO[ ]  | Language used in childhood home? | YES[ ]  | NO[ ]  |
| Language 2  |  | YES[ ]  | NO[ ]  | Language used in childhood home? | YES[ ]  | NO[ ]  |
| Language 3  |  | YES[ ]  | NO[ ]  | Language used in childhood home? | YES[ ]  | NO[ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Disadvantaged or Underserved** **(Self-Reported):** | YES[ ]  | NO[ ]  |  |

*This subsection asks you if you wish your designated medical schools to consider you a disadvantaged applicant. You might consider yourself disadvantaged if you grew up in an area that was medically underserved or had insufficient access to social, economic, and educational opportunities.*

[*https://www.usnews.com/education/blogs/medical-school-admissions-doctor/articles/what-it-means-to-be-a-disadvantaged-medical-school-applicant*](https://www.usnews.com/education/blogs/medical-school-admissions-doctor/articles/what-it-means-to-be-a-disadvantaged-medical-school-applicant)

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| **High School:** |  | **Address:** |  |

|  |  |
| --- | --- |
| **Entered Middlebury College in:** |  Sept/Feb, 20XX |

|  |  |
| --- | --- |
| **Graduated:** |  May/Feb, 20XX |

|  |  |
| --- | --- |
| **Major(s) at Middlebury:** |   |

|  |  |
| --- | --- |
| **Minor(s) at Middlebury:** |   |

***COURSEWORK TAKEN AT MIDDLEBURY***

*Your Middlebury College GPA report and transcript will be uploaded to veCollect for the Health Professions Committee to review prior to your interviews.*

*For reference, Medical School Admissions and our committee will review your GPA in two ways: Your* ***Overall GPA****, and your* ***BCPM GPA*** *(or science GPA*). *If you wish to calculate your GPA, please refer to the* [*What’s Science and What’s Not*](http://sites.middlebury.edu/cci/files/2016/09/Whats-Science-and-Whats-Not.pdf) *form online.*

***COURSEWORK TAKEN OUTSIDE OF MIDDLEBURY***

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institution** | **Date** | **Grade** |
| Physics I | ABC University | Summer 2017 | A- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Institutional Action:***

*Medical schools need to know if you were ever the recipient of any institutional action resulting from unacceptable academic performance or a conduct violation, even if such action did not interrupt your enrollment, require you to withdraw, or does not appear on your official transcripts due to institutional policy or personal petition.*

[*https://students-residents.aamc.org/applying-medical-school/article/sections-1-3-your-background-information/*](https://students-residents.aamc.org/applying-medical-school/article/sections-1-3-your-background-information/)

**If you were ever a recipient of any such action, please indicate so here, and describe the circumstances, outcome, and learning that occurred:**

# *SHORT ANSWER PROMPTS*

*For the purpose of the Health Professions Committee Biographical Report, we do not have a word count for these short answer prompts. Some students are able to share and reflect on their thoughts in 250-300 words, while others need more. Looking ahead to the short answers you will be preparing for medical school, there will be word counts ranging anywhere from 50 to 1000 words.*

1. **Medical schools value diversity as a driver of excellence and are committed to building an educational community made up of members with diverse talents, experiences, opinions and backgrounds. In reflecting on your personal background, how might you contribute to the overall diversity of a medical school community?**
2. **Describe a time or a situation where you have been unsuccessful or failed. What coping skills (not problem-solving skills) do you use when confronted with a difficult situation?**
3. **What didn’t we learn about you from your Biographical Report? Tell us your backstory and share a snapshot of the world you come from. Please feel free to explore any geographic, language, economic, academic, physical, or emotional hardships you have faced.**
4. **Please describe how COVID-19 has impacted your pathway to medical school.**

**Items to consider incorporating in your response may include but are not limited to:**

* **Academic: Were you able to interact with your professors? Did you have to leave an academic program stateside or abroad? Did your school require you to move to pass/fail grading systems? Did your MCAT exam get cancelled, delayed? Other academic barriers?**
* **Professional: Did you hold a job? Did have to go out and seek new job opportunities? Did you lose a job? Other financial or professional barriers that you faced?**
* **Personal: Did you have to move out of a house or dorm? Did you have to cancel travel plans? Did you modify your planned experiences related to healthcare or volunteer opportunities? Did you seek out volunteer opportunities that arose from the crisis? Did you assist any family or community members that were affected?**

**OPTIONAL:**

**Are there any special, unique or personal aspects of your story that you wish to share with members of the Health Professions Committee that have not been addressed elsewhere?**

***BIOGRAPHICAL REPORT***

Detailing your experiences helps the Health Professions Committee learn about how you spend your time and what matters to you. For each experience-**and you may list up to 15**-we ask that you begin by selecting an experience category, and then completing the template below. **You’ll need to cut and paste the following table for each experience you list.** Once you have identified the experiences you wish to share, please select your TOP THREE most meaningful experiences and reflect upon them in the “Remarks” section. While we do not have a word or character count for these responses, please note that AMCAS has a 700-character limit for experience descriptions and 1325 characters for a “Most Meaningful Experience.” We prefer that at this point in time you share with us an unfiltered version of the experience and then edit accordingly on the actual AMCAS application.

[**Click here for a link to a Sample Biographical Report.**](http://sites.middlebury.edu/cci/files/2017/08/SAMPLE-Bio-Report.pdf)

\*\*This is a really helpful resource! Please take advantage of it!!\*\*

The Experience Categories that you will use are as follows:

* artistic endeavors
* community service/volunteer – medical/clinical
* community service/volunteer – not medical/clinical
* conferences attended
* extracurricular activities
* hobbies
* honors/awards/recognition
* intercollegiate athletics
* leadership – not listed elsewhere
* military service
* other
* paid employment – medical/clinical
* paid employment – not medical/clinical
* physician shadowing/clinical observation
* presentations/posters
* publications
* research/lab
* teaching/tutoring/teaching assistant

|  |  |
| --- | --- |
| **Experience Category:**  | **Extracurricular activities** |
| **Experience Name:** |  |
| **Contact Name & Title:**  |  |
| **Contact Email:**  |  |
| **Organization Name:**  |  |
| **City/State/Country:**  |  |
| **Experience Description:**  |  |
| **Dates:**  |  |
| **Total Hours:**  |  |
| **Most Meaningful Experience? Y/N**  |  |
| **Most Meaningful Experience Remarks:**  | Often a paragraph or two in length |

**Date:** September 30, 2020

***TESTING***

##### **MCAT/GRE/DAT/OAT EXAMS:**

|  |  |
| --- | --- |
| Which admissions test will you be taking?  |  |
| When did you or do you plan to take the exam? |  |
|  |

***LETTERS OF RECOMMENDATION***

The Committee recommendation will be based in part on your individual references (in addition to your academic record, biographical report, interview, etc). As a start, list below **THREE** (3) references who can vouch for your academic ability and promise, whom you are asking for recommendations. Letters of recommendation are a vital part of the dossier. One should take great care in selecting individuals who are to serve as references: consultation with one of the Health Professions Advisors is recommended. Be sure to discuss overall academic work, non-academic activities, and professional goals with these individuals. It is best to furnish them with a résumé or bio report, a personal statement, and a current unofficial transcript. One should not hesitate to ask whether or not an individual is willing to give strong support (this does not mean that he/she should not discuss weaknesses as well as strengths). For purposes of the committee interviews, at least two letters are required to be submitted to veCollect—one of which must be from a Middlebury faculty member, and at least two of which should address performance in the sciences. These letters will also be included in the final dossier sent to medical schools. Ensure your letter writers provide a **SIGNED** letter on **LETTERHEAD**. Additional letters can arrive later in the year, but should be in an applicant’s veCollect file before the Committee letter is written by June 1st of the intended application cycle. Letters of recommendation are considered very important by professional schools. **Final dossiers typically include four to five letters, and must include at least two recommendations from professors who taught you in a** [**BCPM**](http://sites.middlebury.edu/cci/files/2016/09/Whats-Science-and-Whats-Not.pdf) **course.** In addition to science teachers, choose individuals who know you in different ways so that the professional school gets a broad picture of your background and qualifications. Experts who have observed you in a professional capacity, for example, might also be a valuable reference.

*Please indicate which letters are from BCPM faculty and provide professional titles and addresses of recommenders outside of Middlebury.*

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

**NOTE:** Soliciting references should be done as soon as possible, as committee interviews will not be scheduled until at least two letters are returned. At least one of these letters needs to be from a science faculty.

***PERSONAL STATEMENT***

*Every applicant is required to submit a personal statement of about 5,300 characters or approximately one page. For the purpose of our health professions committee review, we do not have a word limit. If you're applying to an MD/PhD program, you must complete two additional essays.*

**All Candidates:**

•Explain why you want to go to medical/dental/veterinary school (about 5,300 characters)

**MD/PhD Candidates:**

* State your reasons for wishing to pursue the combined MD-PhD degree (about 3,600-character limit)
* Please describe your significant research experiences. In your statement, please specify your researcher supervisors name and affiliation, the duration of the experience, the nature of the problem studied, and your contributions to the project. (10,000-character limit)